



## Public Information Act (PIA) Records Form

All request for records maintained by the Town of Berwyn Heights pursuant to the Maryland Public Information Act should be submitted on this form to Town Hall, except Police records which have their own forms. Please type or print.

Individual Name: \_\_\_\_\_ Date \_\_\_\_\_

Business/Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

Describe or identify the records that you want to inspect or have copied in as much detail as possible

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Fees for Staff Time	Fees for Paper Copies
<b>No Fees – Up to 2 Hours</b>	No Fees – Up to 10 pages of Standard 8 ½ x 11 copies
<b>\$30/ hour – Above 2 Hours</b>	\$0.20/ per page – Above 10 pages
	Additional for Non-standard and Oversized Pages

\_\_\_\_\_ I am willing to pay all fees for this request without prior notification

\_\_\_\_\_ I am willing to pay fees for this request up to a maximum of \$ \_\_\_\_\_

\_\_\_\_\_ I am requesting that all fees be waived on the following grounds:

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Signature \_\_\_\_\_ Date \_\_\_\_\_